



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB OPPORTUNITY

Open Position - Counsel assigned to education issues/committee

The Washington State Senate office of Senate Committee Services is currently recruiting to fill a position as counsel on education issues, assigned in whole or in part to the Senate Committee on Early Learning, K-12, and Higher Education. This is a full-time, non-partisan position, exempt from civil service.

DUTIES AND RESPONSIBILITIES

In supporting committees of the Washington State Senate, staff counsel are required to:

- Conduct thorough legal, policy, and fiscal research and analysis.
- Develop and evaluate policy and budget alternatives for Senators, often making recommendations to accomplish the intended objectives of the Senators.
- Draft and analyze legislation and other legislative documents.
- Present legislation and policy issues to committees of the Senate.
- Monitor and evaluate implementation of legislation by state and local government agencies.
- Respond to inquiries on a wide variety of policy and budget issues related to the committee assignment areas.
- Develop appropriate professional relationships with state agency staff and interest groups.
- Provide other non-partisan staff support to Senators.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- ***A Juris Doctorate and membership (active or inactive) in a state bar association is required.***
- A substantive knowledge of education policy issues *and/or* experience in the field of early learning, K-12 or higher education.
- Excellent research and communication skills, including: strong analytical skills, clear and concise writing skills, creative problem-solving skills, and effective oral presentation skills.
- Self-motivated and public service-oriented.
- A working knowledge of the legislative process derived from experience working in a legislative or public policy making organization or setting.
- Proficiency in multiple computer software applications, including word-processing software, applications involving spreadsheets and databases, presentation applications, and on-line research.
- A willingness to work long, irregular hours.
- The capability to handle the complex and difficult situations that a fast-paced, results oriented, high pressure legislative environment offers.

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SALARY

Based on experience and education, with an approximate range from \$42,000 to \$ 67,000 per year.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Richard Rodger, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted by 5:00 PM, August 4, 2006. Interviewing and selection will begin immediately and continue until the position is filled.

Electronic applications: send to Judy Rus at rus.judy@leg.wa.gov

Phone contact: Judy Rus at (360) 786-7417

The Washington State Senate is an Equal Opportunity Employer.